

Weekly Report for Week Ending 26 March
from
RECORDS DISPOSITION BRANCH

1. Contributions

- a. Assisted DCI/Planning Staff in the retirement of 5 cu. ft. of records to the Records Center. These constitute the permanent copies of official records for OIC, a predecessor of the Planning Staff.

25X1A8a 1a
25X1A9a b.

2. Assignments - Active

25X1A9a

- a. OTR - Records Control Schedule

Schedules for the Clerical and the Management Training Faculties have been submitted for approval.

- b. Office of the DD/S

25X1A9a

25X1A9a

No change from previous report.

- c. Installation of Subject Numeric File in Office of Chief, Central Processing Branch, RSD, OP.

80% complete. Set up files for 1957-1958 material. Screened approximately $1\frac{1}{2}$ cu. ft. of material and recommended retirement or destruction. Began 24 March - estimated completed date is 28 March. Invited by C/CPB to survey files of CPB's Finance, Personnel, Travel Section and recommend improvements were possible.

- d. Improved Method of Filing Biographic Profiles (Forms 1200) in Selection Staff, OP

25X1A9a

Obtained vertical expansion pocket file which is being tested in use.

- e. Assistance to ARO/Op in OP Internal Memo on Records Maintenance

25X1A9a

No change from previous report.

25X1A9a

- f. Records Management Survey- Office of DCI

Began survey which will include all areas of records management with specific attention to mail control and file system. Started survey in Executive Register.

~~CONFIDENTIAL~~

25X1A9a

- g. Subject File Installation-OSI [REDACTED] 25X1A8a

Started a review of files in OSI/FSD [REDACTED] this week.
This will result in the installation of the Agency file system.

3. Vital Materials

- a. Due to the inclement weather the regular trip to the Repository was cancelled. 25X1A9a

- 25X1A6a b. A call was received from Mr. [REDACTED] Security Office, informing us that he supplied Mr. Coyne, National Security Council, with photographs of the three [REDACTED] couriers who will be responsible for carrying vital materials to the Repository. This will eliminate embarrassment, experienced in the past, by couriers when attempting to establish their identity.

FOIAb3b1

- c. Microfilming of Vital Materials in [REDACTED] was completed.
d. Microfilming of Vital Materials in various divisions of OSI commenced yesterday.

4. News

25X1A9a

- a. Three members of the Branch and Mr. [REDACTED] Records Center, visited the Department of the Navy, Bureau of Ships, to inspect the shelf filing system installed by Tract-a-File.

- 25X1A9a b. Messrs [REDACTED] met with the Chief [REDACTED] to discuss methods of servicing DD/P records stored in the Records Center. 25X1A8a

- c. Department of Defense has requested loan of "Tokyo Rose" recordings now stored in the National Archives. Arrangements are being made for release of the records. 25X1A9a

